



Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Subdivision Preliminary Application
(Minor, Major and Small Scale)

Office Use Only:

Fee Paid: _____ Application Received Date: _____ Time: _____
T.A.C. Date: _____ Planning Commission Date: _____ C.R.M. Date: _____
Critical Area: _____ Forest Conservation Plan: _____

Minor Subdivision – A subdivision that meets all of the following conditions:

- A. Proposes to create no more than three new lots; and
- B. Will result in a cumulative total of no more than three lots being divided from the original parcel; and
- C. Does not require the creation or modification of a public or private road.

Major Subdivision – This term includes all of the following types of subdivisions located in Tiers I, II which are served by public sewerage or III:

- A. A subdivision of four or more lots.
- B. Subdivision(s) that result(s) in the cumulative creation of four or more lots from the original parcel.
- C. A subdivision that creates or modifies a public or private road.

Subdivisions, Small Scale – This term includes all of the following types of subdivisions located in Tier II which are not served by public sewerage and in Tier IV:

- A. A subdivision of four or more new parcels or lots, but no more than seven new parcels or lots.
- B. Subdivision(s) that result(s) in the cumulative creation of four or more lots, but not more than a total of seven new parcels or lots from the original parcel.
- C. A subdivision that creates or modifies a public or private road which creates less than eight new lots.

Minor Subdivision: _____ Major Subdivision: _____ Small Scale Subdivision: _____

Important: *Applications on which all required information is not furnished will be returned for completion before processing, and shall not be considered filed with this department.*

Applicant's Signature

Date

Note: Plats cannot be recorded until Final approval has been granted. Recording slip shall be provided to the Department of Planning and Zoning within 5 days of recordation with the Clerk of the Courts Office.



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IMPORTANT: Please submit one (1) copy of the following information for initial review for completeness. The Department will determine within fifteen (15) days of submission if the application is complete. No application shall be deemed complete for processing unless all the information below has been included, and all filing fees have been paid.

Land Development Application **must** be submitted with all Subdivision Applications: _____

Subdivision Preliminary Plat Requirements

- _____ 1. Sketch plan approval within past 12 months. Preliminary plat shall be substantially consistent with the approved sketch plan.
- _____ 2. 1/3 original application fee or based on current configuration (**Major and Small Scale Only**).
- _____ 3. 24" x 36" preliminary plat prepared by a registered Engineer or Surveyor represented at a scale of not more than 100 feet per inch.
- _____ 4. All current and recorded deeds for the proposed property to be subdivided **if** the ownership or configuration of the property has changes since the application for sketch plan review.
- _____ 5. Draft subdivision improvement agreements between the developer and the County.
- _____ 6. Draft of any proposed private covenants and restrictions for the subdivision, including private road maintenance agreements.
- _____ 7. Itemized description of changes and/or revisions to the plat or application since previous submission.
- _____ 8. Completed checklist addressing all requirements for Preliminary Plan submittal.
- _____ 9. Submission of construction plans for all proposed subdivision improvements including, but not limited to, roads, stormwater management plans and sediment and erosion control plans to appropriate reviewing and approving agencies.
- _____ 10. If the subdivision is not located within the Critical Area Overlay District and is subject to Forest Conservation of the *Talbot County Code*, the application shall be accompanied by all information and plans as required in order to show compliance with that chapter.
- _____ 11. A copy of the Department of Natural Resources, Heritage and Biodiversity Division letter confirming if there are rare, threatened or endangered species on this site.

Upon determination that the following items have been deemed complete by the Department of Planning and Zoning, please assemble and submit ten hard copy packets with ten (10) copies of Items 3-8. Also, please provide single hard copies of the remaining items. If produced electronically, one electronic copy of the required submission materials, in pdf format, shall also be submitted.

Please note that a greater or a fewer number of copies may be required to be submitted, as determined by the Department to be appropriate. A determination of completeness does not constitute a determination that the application meets the requirements for approval and does not preclude the Department from requesting additional information or materials in the future to complete the review of the application.

Applicant failure to adequately address all application and checklist items and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding through the review process.

Applicant’s Signature

Date

As a Maryland registered design professional/surveyor I hereby certify that this application and associated plan(s) are technically correct and accurate to the extent necessary for meeting Talbot County requirements for Preliminary Subdivision Submission.

Signature of Maryland Registered
Design Professional/Surveyor

Date



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Subdivision Preliminary Plan Checklist
(Notations and information)

Surveyor: _____

Checklist completed by: _____

Plat reviewed by: _____

The Maryland Registered Design Professional/Surveyor will review each plat submission and application for completeness and accuracy. Failure to depict the items below shall not relieve the applicant of any requirement to depict such items on subsequent application. Each item below must be reviewed and checked as follows:

Y = Information Complete and Accurate
N/A = Information Not Applicable
W = Waiver of required information. Submit separate request in writing to
 Planning Officer

- _____ 1. All notations and information as required 1 – 33 for Sketch Plan.
- _____ 2. Name of subdivision as approved by the Department of Planning and Zoning.
- _____ 3. A statement located in prominent typeface, which reads:
 “Preliminary Plat – Not to be Recorded”
- _____ 4. Location of existing agricultural lands/fields, watercourse, wetlands (tidal and nontidal), forest, wooded areas, hedgerows, individual standing mature trees, 100 year floodplain, habitats of threatened and endangered species, steep slopes, significantly eroding shorelines and other significant natural features of the site as identified from mapping sources and as delineated in the field.
- _____ 5. Location, alignment and width of proposed road and right-of-way locations, including names of all proposed roads.
- _____ 6. Proposed lot layout and proposed location of lot lines including lot dimensions, acreage and building/development restriction lines. All lots shall be consecutively numbered.
- _____ 7. Location of all approved Sewage Disposal Areas including piezometer locations and/or location of water supply and sewage collection and disposal system.
- _____ 8. Location and type of all proposed and existing monuments and sufficient data to readily determine the location, length and bearing of all property lines.
- _____ 9. Location and dimension of all proposed stormwater management facilities and drainage easements.
- _____ 10. Location and dimensions of all proposed utility facilities and easements.
- _____ 11. Topography at two (2) foot intervals, provided however, that if five (5) foot contour is adequate to show the surface configuration, the larger contour interval may be permitted.
- _____ 12. If project is located within the Critical Area Overlay District, the applicant shall address the environmental design standards for sensitive areas as identified in Chapter 190-15 of the *Talbot County Code*.
- _____ 13. If project is not located within the Critical Area Overlay District, the applicant shall address the environmental design standards for sensitive areas as identified in Chapter 190-37 of the *Talbot County Code* and Chapter 73 for Forest Conservation compliance.
- _____ 14. Landscape plan showing street yard perimeter landscaping (Landscape Yard Type E) per Chapter 190-40 of the *Talbot County Code*, **for major subdivisions only in which the average lot size is one acre or less.** (Also see 190-40 for plan requirements, specifications, and credits).

- _____ 15. Plat notations explaining the following:
- ___ Applicability and explanation of any drainage and utility easements, if any.
 - ___ Applicability and explanation of floodplain information, if any.
 - ___ Applicability and explanation of any sediment and erosion control requirements, if any.
 - ___ Applicability and explanation of ownership and maintenance requirements for private roads, if any.
 - ___ Applicability and explanation of any state and/or federal nontidal wetland protection regulations affecting the subdivision.
 - ___ Applicability and explanation of building permit issuance requirements for subdivisions with unfinished roads and other subdivision improvements.
 - ___ Applicability and explanation of tree clearing and afforestation requirements, if any.
- _____ 16. All other standard plat notes as applicable and described on the Standard Plat Note List and other plat notations as required by the Planning Officer, County Engineering or County Health Officer on a case-by-case basis.
- _____ 17. For all waterfront lots, location of lateral lines and setbacks and harbor lines to define the useable water area for construction of water dependent facilities.
- _____ 18. Appropriate property owner signature block wording and space for notary signature and seal.
- _____ 19. Appropriate surveyor signature block wording.
- _____ 20. Appropriate signature block wording for County Engineer, County Health Officer and County Planning Officer or Planning Commission as appropriate.

Based on unique characteristics of each parcel the Technical Advisory Committee may require additional information be submitted.

Applicant failure to adequately address all application and checklist items, and those specifications in accordance with Chapter 190 of the *Talbot County Code*, may result in a project being considered incomplete or inaccurate, any such deficiencies may result in return of application without proceeding to the next level of review. Only that information submitted with the original application and in compliance with submittal deadlines will be reviewed by the Technical Advisory Committee.

Applicant's Signature

Date

I hereby certify that this checklist and associated plan are technically correct and accurate to the extent necessary for meeting Talbot County requirements for Preliminary Subdivision submission.

Maryland Registered Design
Professional/Surveyor

Date

File Number: _____



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Adjacent Property Owner List

Name(s) and Addresses of the adjacent property owner(s) as required by Chapter 190 of the *Talbot County Code*. Said mailed notice shall be directed to the address to which the real estate tax bill on property is sent. This information can be obtained by contacting Maryland Department of Assessment and Taxation at 410-819-5920 or on their web site at <http://www.dat.state.md.us>.

Name and Address	Map	Grid	Parcel & Lot #

**Applicant is responsible upon application submittal for payment of postage for each property owner notified above.*

Applicant’s Signature

Date



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Independent Procedures Disclosure and Acknowledgement Form

Proposed Project Name: _____

Physical Address of Property: _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Zone: _____

Name of Applicant: _____

Phone Number(s): _____

Agent/Attorney: _____

Phone Number(s): _____

Applicant's Email Address: _____

Agent's Email Address: _____

Property Owner: _____

Phone Number(s): _____

Applicant acknowledges and understands:

1. This Application may be subject to local, state and federal laws, ordinances, rules, or regulations (hereafter "Laws") other than those that the Department of Planning and Zoning, Planning Commission or Board of Appeals reviews, administers, or applies in connection with this review.
2. Other agencies, including but not limited to the Talbot County Health Department, Division of Environmental Health, Maryland Department of the Environment, U.S. Army Corps of Engineers, Maryland Department of Natural Resources, US Fish and Wildlife Service and others may also have review authority over the project or development proposed in the application.
3. Applicant remains solely responsible for compliance with all applicable laws, ordinances, rules, or regulations.
4. Applicant understands that review of this Application does not necessarily include review of any other applicable laws.
5. Applicant understands that neither the Department of Planning and Zoning nor any of its employees has authority to grant permission or approval of any project or proposed development that violates any applicable law, ordinance, rule, or regulation of Talbot County, Maryland, and that any such approval issued in error has no enforceable legal effect.
6. Applicant understands that any decision issued by the Department of Planning and Zoning, Planning Commission or by the Board of Appeals does not necessarily guarantee or assure the applicant that this project or proposed development may proceed.

I HEREBY CERTIFY that I have read, acknowledge, and understand the foregoing.

Applicant's Signature

Date

Attorney/Agent's Signature

Date

File Number: _____



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Property Directions

Directions to the Applicant's Property. Please Print Legible.

[illegible]